
Before you attend the meeting:



Talk to your child about how they feel at school and how they feel at home. Chat about what they think they are good at, what upsets them, what helps them be calm and what helps them to learn.



Explain to your child that you will be meeting with school staff to talk about how to keep them in school, happy and learning.



Talk to your child about trusted adults they can talk to at school and home. Encourage them to draw around their hand and identify 5 trusted adults they can turn to when they feel scared, upset, angry, uncomfortable or worried.



Think about strategies you use at home to help your child and how you can help support school.



Write any ideas, comments or questions you have for the meeting on the notes section.

Notes:



Use this section to write any questions, ideas, comments you may wish to share with school at the PSP set-up meeting or review meeting.

Pastoral Support Plan

A guide for parents/carers



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Glossary of acronyms in this leaflet:



EHCP: Education, Health and Care Plan

SEN: Special Educational Needs

PSP: Pastoral Support Plan

PLP: Personalised Learning Plan

IRMP: Individual Risk Management Plan

SENDCo: Special Educational Needs and/or Disabilities co-ordinator

DHT: Deputy Head Teacher

Special Educational Needs:



A PSP will not replace an EHCP or PLP your child may have and will not replace any stage in the SEN assessment process.

If your child has an EHCP, school will arrange an early Annual review in conjunction with your child's SEN officer from the statutory team at the local authority. We will invite any external professionals working with your child to help avoid a permanent exclusion.

Visit

<https://www.hertfordshire.gov.uk/microsites/local-offer/the-hertfordshire-local-offer.aspx>

to view Hertfordshire's Local Offer and signposts to support for children and parents or contact the school SENDCo for further help.

What is a PSP?



A Pastoral Support Plan is a formal, 16-week programme that provides targeted support for children at risk of exclusion. This will usually involve referral to agencies from outside the school.

It is written by school staff and shared with parents for their contributions. If external agencies are supporting your child, their advice will be used to create the plan.

When should a PSP be used?

A PSP is used if a child is at risk of permanent exclusion or if their behaviour has rapidly escalated.

How long will the PSP last for?

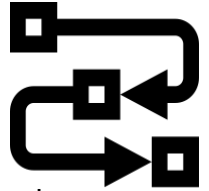
A PSP usually remains in place for 16 weeks, with school and home having regular meetings to support it.



How do I know my child's PSP is working?

Regular meetings will take place in which home and school can share updates. One of your child's trusted adults in school will also complete a questionnaire activity with your child to enable their voice to be heard. During the meetings, progress against targets will be shared and reviewed. In the final meeting, the PSP will be judged to be successful or unsuccessful by all present at the meeting.

The PSP process:



1. Child is identified by school or home as requiring a support plan
2. Parent/carer is given this leaflet to understand the purpose of a PSP and gather their information ahead of the set-up meeting
3. One of the child's trusted adults in school will complete a questionnaire activity with them to gather their thoughts and feelings about school
4. DHT, SENDCo and class teacher will create the PSP using observations and advice from external professionals where appropriate
5. Home and school will attend a set-up meeting and agree the contents of the PSP (child will attend the whole or part of the meeting as agreed by home and school)
6. An interim review meeting will be held at 8 weeks, attended by home and school (child will attend the whole or part of the meeting as agreed by home and school)
7. An outcomes review meeting will be held at 16 weeks, attended by home and school (child will attend the whole or part of the meeting as agreed by home and school)